



Request for Proposals

Corvallis-based arts non-profit seeks consultant for organizational Equity, Diversity, Inclusion (EDI) project.

- Issuing organization: The Arts Center (TAC), 700 SW Madison Ave, Corvallis OR, 97333
- We will accept emailed letters of interest until November 30, 2020 sent to:
Cynthia Spencer, Executive Director, TAC: cynthia@theartscenter.net
- Invited proposals due December 31, 2020

Organizational Mission, Values and Project Vision: We foster creativity and engagement with the arts, to inspire personal growth and community well-being. Our core values connect art lovers, learners and creators through outstanding programs; promote a sense of community, artistic support and inclusive cultural richness; and create and sustain dynamic partnerships and community support for the arts.

This project will study and dismantle within organization systems created from a place of social power, privilege, and bias. A community visioning and learning process will embed an organizational context and culture truly just and welcoming to all people. Our belief in the power of the arts to advance shared values and actions that promote systemic change, inform project success expectancies.

General Information

PROJECT OBJECTIVE: TAC seeks to identify an external consultant to team with an internal consultant and share responsibilities for planning, implementing, and evaluating a project to advance organizational systems to be equitable, diverse, and inclusive. The project is grant-funded and implemented in collaboration with TAC executive director, board, and staff.

- Setting the Course: Supporting TAC staff and board to establish a clear equity vision and associated strategic goals, both internal and external;
- Assessment: Providing methods and tools for assessing the state of the organization;
- HR Support: Develop TAC's racial equity and intersectionality lens, develop and apply best practices to TAC's hiring process;
- Frameworks & Skill Building: Engage staff and board and enable learning on equity, systemic racism and social justice (in the arts), including experiences specifically for subgroups, e.g. boards, volunteer staff.
- Facilitation: Facilitate convenings, trainings, experiential learnings, meetings for staff, volunteers, boards, or comparable groups or committees.

TIMELINE AND TERM: TAC intends to award a single Co-consultant contract for \$6,000 for the project. The contract term will extend through December 31, 2021, with options for additional work beyond.

- Emailed letter of interest: **November 30, 2020**
- DUE DATE FOR PROPOSALS: **December 31, 2020**
- Co-Consultant Selection Date: **January 30, 2021**

QUESTIONS? Contact Cynthia Spencer, Executive Director, cynthia@theartscenter.net, by November 18, 2020.

I. Background

Since 1963, The Arts Center serves as the center of creative community in Benton and Linn counties. TAC was founded through a grassroots effort of artists, civic and university leaders, to foster appreciation of the arts, connect the community through participation in arts and cultural activities, and serve residents of, and visitors to the City of Corvallis, as its primary arts services organization.

II. Scope of Work

Project work of the consultant, as a member of a team, will include:

- Conduct a participatory assessment to audit the current state of EDI and establish strategic EDI goals and priority actions for the organization (estimated timeline Jan 2020-May 2021). Preference for an arts-centric assessment tools such as the [ArtsEquityToolkit](#) preferred.
 - Co-create EDI framework, tools, & process for TAC self-assessment;
 - Conduct EDI audit of TAC organization and gather evidence;
 - engage TAC board & staff in experiential EDI training through a series of participatory self-assessment activities
 - engage TAC volunteers, members/patrons in facilitated assessment activities
 - Review and report evidence w/ TAC organizational stakeholder representatives, and develop a report of findings and emerging priorities
 - Support TAC board and staff in establishing a clear EDI vision and associated strategic goals;
 - Collaborate in revisiting TAC's EDI statement, vision, goals, and priorities going forward;
 - Deliverable: Written report and presentation of findings, vision, strategic goals, and prioritize actions for EDI TAC organizational change
- Design EDI personnel (board | staff | volunteers) policy and implementation plan (estimated timeline Jan 2021-Mar 2021).
 - Review EDI audit findings personnel recruit, hire, retain policy and protocols
 - Collaborate in developing and recommending changes as needed to personnel policies, e.g. PDs, and protocols, e.g. recruit, hire, on-board, retain, review-reward process for new TAC team members, including new staff and board members;
 - Support leadership, boards, and staff in analyzing practices, services and policies around hiring and retention, and in communicating EDI issues and advancing EDI;
 - Provide leadership, boards, and staff with coaching, consulting, training, and/or resources to build capacity to operationalize and promote EDI efforts;
 - Deliverable: Position description for part-time curator (new hire), posted/process initiated (Mar 2021)

- Enable EDI discovery, learning, and solidarity actions (Jan 2020 – Oct 2021)
 - Provide and facilitate listening, learning, and dialogue sessions with board members, staff, volunteers, other arts organizations/sponsors;
 - Provide ongoing EDI consultation and education to staff and boards (including leadership) through the life of this contract;
 - Connect staff and board to other resources for equity and social justice learning;
 - Help identify mechanisms for expanding TAC’s knowledge and for holding the organization accountable for progress, including the possibility of a Community Advisory Board and/or Equity and Inclusion Advisory Board;
 - Learning goal: TAC personnel (board + staff) gain knowledge of EDI in the arts, systemic EDI issues and efforts, and other shared understandings critical to socially just TAC organizational transformation
 - Outcome goal: TAC resource allocation, plans, and services for and with the community are conducted within a comprehensive EDI context and arts culture
 - Deliverable: [insert count] number of co-designed, facilitated engagements/sessions (TBD)

The consultant will work directly with:

- TAC Executive Director (ED);
- Academic partner - OSU faculty, EDI co-consultant
- TAC boards, leaders, and members
- TAC employed staff and program coordinators
- TAC volunteer staff
- Local government partners, e.g. City of Corvallis, and community organizations as appropriate

III. Desired Qualifications

Competitive contractors will demonstrate:

- An understanding of the structure of nonprofit organizations, particularly arts organizations, including volunteer boards, and how to best navigate inherent hierarchies and power structures;
- An ability to collaborate with staff, board and community members in EDI implementation;
- An understanding of how race/structural racism plays a role in the history of Oregon, and specifically for Corvallis and Oregon State University;
- Experience training groups and coaching individuals;
- An ability to develop trusting relationships with staff and board in order to operationalize EDI work;
- A commitment to transparency and guidance for communicating this critical work publicly;
- Strong and effective facilitation skills;
- A history of working with nonprofit and arts organizational clients to develop strategic organizational EDI plans.